



Board of County Commissioners

Lewis County Courthouse
351 NW North Street
Chehalis, WA 98532-1900

Lewis County Lodging Tax Application

2013 (For Budget Year 2014)

Deadline – 4:30 pm on August 16, 2013

Please read carefully and include all information. Omitting requested information could result in low scoring or having your application denied. Keep your answers clear, concise and to the point of the question. Do not include presentation materials as these materials are more appropriate to be used as part of your oral presentation. Do not include brochures or information not related to your project or request. Applications must be typed in 12 point Times New Roman, on 8½ by 11 paper. Contact Becky Sisson at becky.sisson@lewiscountywa.gov or (360) 740-1198 for electronic format.

The deadline for submission of the signed original along with 9 copies is 4:30 pm on Friday August 16, 2013.

Return this proposal to:

Board of County Commissioners
Attention Budget Dept. 2nd floor, # 209
351 NW North Street
Chehalis, WA. 98532

Organization Information

Organization Name	
Project Name	

APPLICANT CONTACT INFORMATION

Name	
Street Address	
City ST ZIP Code	
Mailing Address (if different from street address)	
Home Phone	
Work Phone	
Cell Phone	
E-Mail Address	
Agency Tax ID Number	
Organization Unified Business Identifier (UBI)	
UBI Expiration Date	

Type of Organization: ☐ 501(c) 3 ☐ 501(c) 6 ☐ For Profit ☐ Government Agency

Organization's mission statement or purpose (one or two sentences)

Founded What Year? _____

REQUIRED INFORMATION

☐ **Financial Documents**

All applicants must attach their most current business financial statement which is to include balance sheet, income statement and the organization's operating budget for 2013 and projected budget for 2014. All required financial information must be complete and must balance.

☐ **Non-Profit Determination**

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service.

☐ **List of current Board of Directors**

A list of the current Board of Directors or other governing body of the agency must include the name, phone number, address, and must identify the principal officers of the governing body.

PROJECT INFORMATION

Project Name	
Project Coordinator	
Date of Project	
Amount requested from Lewis County	\$
Total Project Amount	\$

Project Description

Please provide a detailed description of the proposed project/activity. Include information on the area the project will serve, its expected impact and list the responsible party(s). Describe how the project/activity will enhance tourism and/or result in 'heads in beds'.

How does this project promote tourism?

Why do you feel you should receive funding for this project?

Will a tourist facility be constructed? ☐ Yes ☐ No, if yes explain

USE OF HOTEL/MOTEL TAX

Please indicate below the types of activities these monies will be used for.

- | | |
|--|--|
| <input type="checkbox"/> TOURISM PROMOTION | <input type="checkbox"/> ACQUISITION OF TOURISM RELATED FACILITY |
| <input type="checkbox"/> MARKETING ONLY | <input type="checkbox"/> OPERATION OF TOURISM –RELATED FACILITY |
| <input type="checkbox"/> DIRECTIONAL SIGNAGE | <input type="checkbox"/> FESTIVAL OR EVENT |

Describe expected results & measurable outcomes of the activity:

Provide estimates of how any moneys received will increase the number of people traveling for business or pleasure on a trip:

1. Away from their place of residence or business and staying overnight in paid accommodations.
2. To a place fifty (50) miles or more one way from their place of residence or business for the day or staying overnight.
3. From another country or state outside of their place of residence or their business.

How does the project provide short or long- term economic benefit?

PROJECT TIME LINE:

What is your anticipated time line for accomplishing this activity?

Is it a seasonal activity appropriate to its location?

ADDITIONAL INFORMATION:

Provide any additional information which will assist in evaluating your project and its benefit to Lewis County.

Proposal budget (For this proposal only) do not include in-kind contributions.

Income: A diversified funding base is important to the success of any project. Please list all other sources of funding for the project, both anticipated and confirmed and when that funding will be available to the project. Include your own funding, sponsorships, other grants, etc.			
Funding Source <i>(list all revenue sources anticipated for 2014, not including requested Lodging Tax Funds)</i>	Amount	Confirmed? Yes/No	Date Available
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
Expenses: Based on full funding, please list project costs. PLEASE NOTE: Certain expenses may not be reimbursable, at the sole discretion of Lewis County. If you have any questions about any of your proposed expenses, please discuss them with Becky Sisson in the Lewis County Budget Dept. (360)740-1198			
	a. Lodging Tax Funds	b. Other Funds (Do not include in-kind dollars)	c. Total
Personnel (salaries & benefits)	\$	\$	\$
Administration (rent, utilities, postage, supplies, janitorial services, etc.)	\$	\$	\$
Marketing/Promotion	\$	\$	\$
Direct Sales Activities (Including trade shows, sales calls, related travel. Describe below.)	\$	\$	\$
Minor Equipment (computers, Desks, etc.)	\$	\$	\$
Travel	\$	\$	\$
Contract Services (Describe below)	\$	\$	\$
Other (Describe below)	\$	\$	\$
TOTAL	\$	\$	\$
Description for Direct Sales Activities, Contract Services, Travel & Other			
In-kind contributions			

Partial funding may be recommended by the LTAC.

Priority 1	Full Funding Request	\$
Priority 2	Minimum Funding Request	\$
Applicant will/can accept no less than this amount		\$

If partial funding is received, how will that impact the project/activity? Please describe:

The applicant hereby certifies and affirms that it does not now, nor will it during the performance of any contract arising from this application, unlawfully discriminate against any employee, applicant for employment, client, customer, or other person who might benefit from said contract, by reason of race, ethnicity, color, religion, age, gender, national origin, or disability; and further certifies and affirms that it will abide by all relevant local, state and federal laws and regulations. That it has read and understands the information contained in this application for funding and is in compliance with the provisions thereof, and; That the individual signing below has the authority to certify to these provisions for the applicant organization, and declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, and will assure that any funds received as a result of this application are used for the purposes set forth herein

Certified By: (Signature) _____ Date: _____

Print or type name_____

Lodging Tax Advisory Committee (LTAC)

2013 Membership

F.Lee Grose (Chair)

Ellen Berdan

Ramona Sheppard

Maree Lerchen

Dean McLeod

Dan Kay

Charles Duncan

CJ Neer

If you have any questions regarding the application and/or funding process please contact Becky Sisson at 360-740-1198 or becky.sisson@lewiscountywa.gov

Before submitting your application, be sure to:

- ☐ Check math, spelling and formatting.
- ☐ Make sure your application is signed on last page.
- ☐ Include required documents listed on pg. 2.

Timeline for Lodging Tax applications and funding

July 12	Applications available online at lewiscountywa.gov
August 16, 4:30 PM	Applications due to LC Budget Office
August 30	Applications sent to LTAC committee members for 45 day review
*October 24, 9:00 AM	LTAC meeting / Applicant presentations
*October 30, 10:00 AM	BOCC meeting and final funding recommendations
December 2, 10:00 AM	County budget adopted
January – February 2014	Contracts issued for 2014 projects

*Meetings are tentative and subject to change.